

## **PERSONNEL COMMITTEE**

**June 20, 2016**  
**NOT APPROVED**

**Committee Members Present:** T. O'Grady, C. Crandall, P. Curran, D. Decker, D. Fanton, D. Root    Absent: D. Pullen

**Others Present:** T. Boyde, H. Budinger, J. Budinger, S. Burt, R. Christman, R. Hollis, K. Hollis, J. Hopkins, C. Jessup, C. Knapp, K. LaForge, M. McCormick, T. Miner, B. Riehle,

**Media Present:** Bob Clark, Olean Times Herald

**Call to Order:** The meeting was called to order at 3:00 p.m. by Personnel Committee Chairman Timothy O'Grady.

### **Approval of Minutes**

A motion was made by Legislator Root and seconded by Legislator Decker to approve the minutes of June 15, 2016. This motion was withdrawn as Elections Commissioner Hollis requested a few changes to those minutes. Chairman O'Grady suggested that approval of the June 15, 2016, minutes wait until the next meeting.

### **Replacement of Deputy Clerk II**

County Clerk Robert Christman requested approval to fill a Deputy Clerk II (Non-Union, Grade 7) position due to a retirement. The Deputy II Clerk is responsible for managing the receipting, indexing, storage, and retrieval of documents, including legal records pertaining to ownership of real property and all court records, except criminal records for Supreme Court and County Court. The Deputy II is also responsible for managing the collection of revenue for these services, which are provided to several levels of government (Courts, Towns, County, State, and Federal). All typical managerial responsibilities to include payroll, equipment maintenance, procurement, and personnel affairs. The position is funded by the fees generated in the County Clerk's Office. The request was approved on a motion by Legislator Decker, seconded by Legislator Curran, and carried. **Refer to Ways and Means**

### **Senior Recording Clerk in County Clerk's Office**

Mr. Christman also requested approval to fill a Senior Recording Clerk (AFSCME, Grade 10) position. The County Clerk has five Senior Recording Clerks. They are frontline employees who interact with the general public, lawyers, and abstractors. The position of Senior Recording Clerk (SRC) requires a high level of training and proficiency, and it is critical that a trained SRC is always available to assist and complete the legally required civil filing and real property transactions. The position is funded by the fees generated in the County Clerk's Office. The request was approved on a motion by Legislator Root, seconded by Legislator Decker, and carried. **Refer to Ways and Means**

### **Voting Machine Maintenance Agreement**

Mr. Hollis reported that at the last meeting there was a discussion regarding the Voting Machine Maintenance Agreement. Mr. Hollis contacted the vendor, and beginning this year all 40 voting units will now be due in unison. This will add three machines to the current agreement, increasing the contract from \$23,976 to \$24,840.

Mr. Hollis also spoke with the vendor regarding the EMS Software Maintenance Agreement that will expire next year. The EMS Software is used to create the ballots. Mr. Hollis conveyed that the agreement is \$27,000 annually, and since it does not expire until the end of 2017, he advises not making any changes with this agreement at this time.

### **Voting – Richburg School Update**

The Richburg School had asked the Board of Elections to find another facility for the public to vote. An agreement was made between Mr. Hollis, Mr. McCormick, and the school principal to use a different room within the school for voting purposes. This room has a different access than what has been used previously, is self-contained, and can be closed off from the rest of the school. Mr. Hollis stated that postcards would be going out to all registered voters notifying them of the changes.

Legislator Decker asked if this room and its access would still be ADA compliant, and Mr. Hollis assured that this was the case.

### **Crosswalk project**

Mr. Hollis reported that he spoke with the DOT regarding the crosswalk project. DOT reported that nothing has yet been put in the 2018 budget for this crosswalk. Mr. Hollis stated that he will check back with the DOT regarding this project.

### **Voting –Town of Burns**

In speaking with the Supervisor from the Town of Burns, Mr. Hollis and Mr. McCormick stated that voting will be moved to the Community Room within the same building that is currently being utilized for voting purposes. Mr. Hollis reported that this room is also ADA compliant.

### **Inspector Training**

Mr. Hollis reported that next week will begin inspector training. There are 167 individuals signed up for this training. It will take place in the Situation Room at the Sheriff's

Department. Mr. McCormick and Mr. Hollis would both like to express their thanks to the Sheriff for allowing them the use of the room.

**Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:12 p.m. following a motion by Legislator Root, seconded by Legislator Decker, and carried.

Respectfully submitted,

Nancy Burdick, Human Resources Specialist